

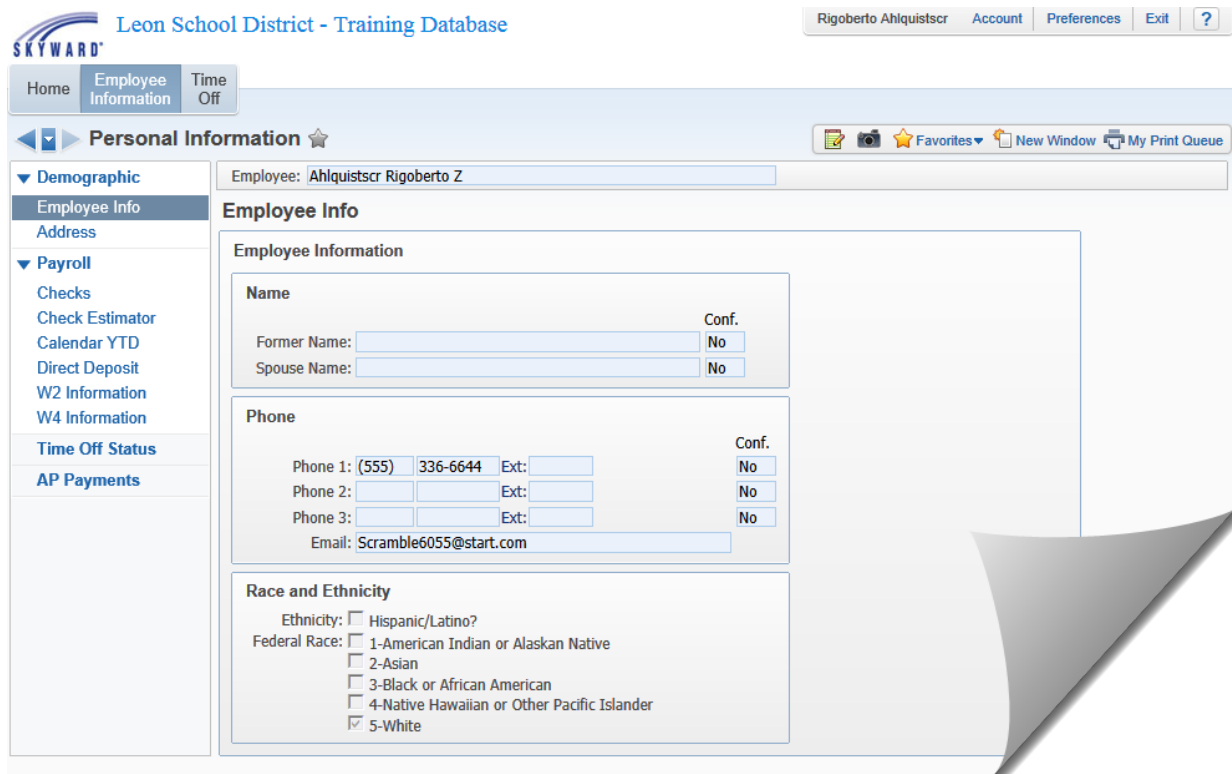
Skyward User's Manual



Skyward School Business Suite, Updating Employee Personal Information -

Prepared for
Leon County School District

Date: December 14, 2022
Version 1.1



Leon School District - Training Database

Rigoberto Ahlquistcr Account Preferences Exit ?

Home Employee Information Time Off

Personal Information ☆

Employee: Ahlquistcr Rigoberto Z

Employee Info

Employee Information

Name

Former Name: Conf.

Spouse Name: Conf.

Phone

Phone 1: (555) 336-6644 Ext: Conf.

Phone 2: Ext: Conf.

Phone 3: Ext: Conf.

Email: Scramble6055@start.com

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 4-Native Hawaiian or Other Pacific Islander
 5-White



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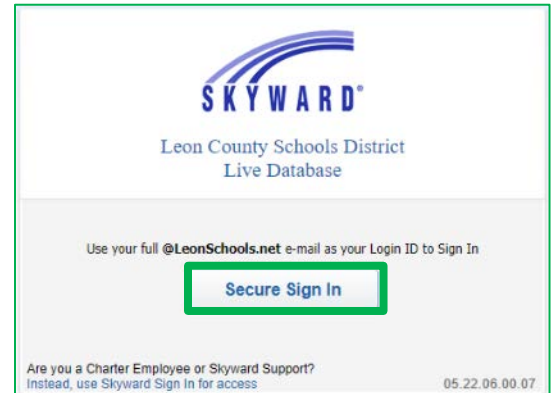
DOCUMENT CONTROL

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How to Update Personal Information in Skyward Employee Access.

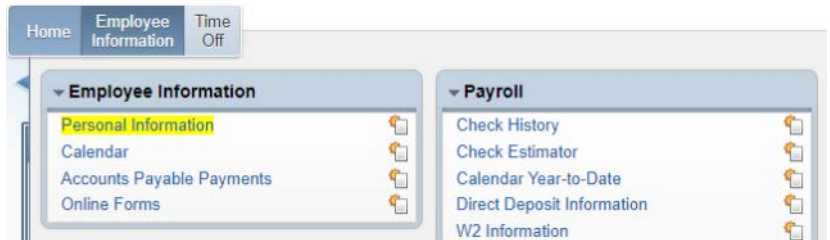
Signing In to Skyward:

1. Visit Skyward directly through [the Skyward Secure Sign In page](#). Press the 'Secure Sign In' button to begin the sign in process.
2. Skyward uses Microsoft authentication for security. Use your full '@leonschools.net' email address as your Login ID to Sign In.
3. If you are unable to sign in, please contact the Help Desk at (850) 487-7524 or e-mail us at HelpDesk@leonschools.net.

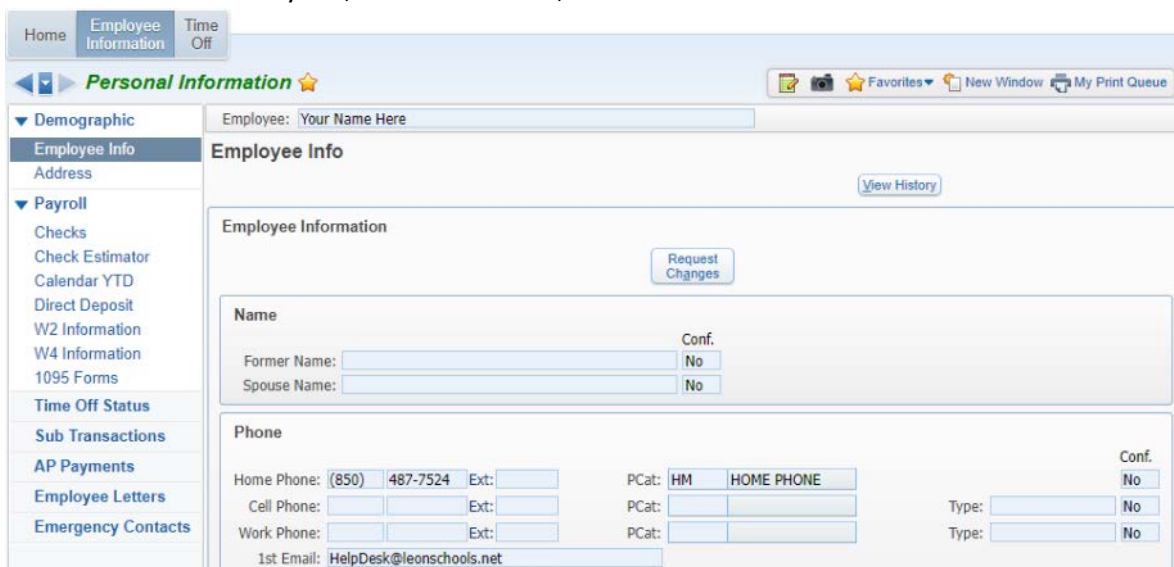


Reviewing Employee Information:

1. Most employees will enter 'Employee Access' after sign in. If not, select 'Employee Access' from the 'Jump to Other Systems' widget on the landing page that displays.
2. Review your information by opening the 'Employee Information' menu item and selecting 'Personal Information' from the sub menu that displays.

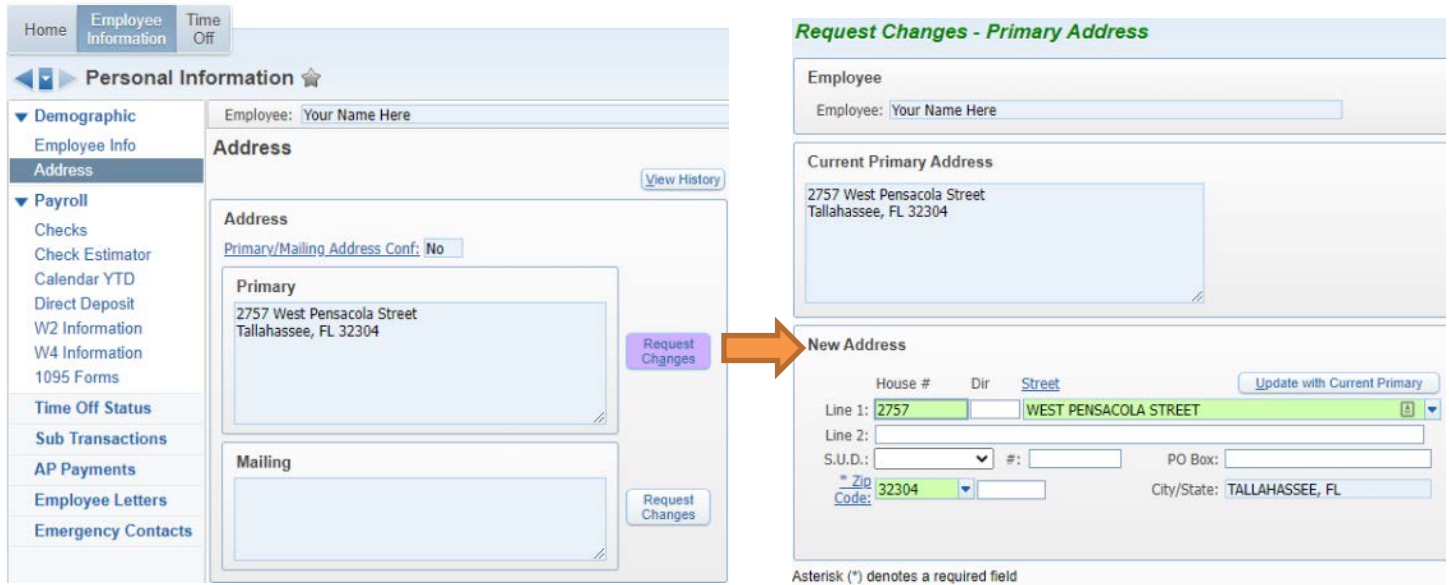


3. The 'Employee Info' screen of the 'Demographic' section should display. Additional sections for personal information review such as 'Payroll', 'Time Off Status', and others are also available on the left side menu.



Changing your Employee Information:

1. Change your Employee Information or Address by selecting the ‘Request Changes’ button on either the ‘Employee Info’ screen or the ‘Address’ screen. This will display a new screen where changes can be made. Enter any changes and click the ‘Save’ button on the top right. If no changes are required, click Back to return to the prior screen without making changes.



2. Important Notes:

- Address change requests require final approval by Human Resources and will be made as soon as possible.
- Mailings such as W2 and 1095 tax forms will be mailed to your address on record.

Changing your Employee Information by Smart Phone:

1. The best and most recommended method of accessing Skyward with your smart phone is by using the phone’s browser to visit [the Skyward Secure Sign In page](#). Skyward will display a mobile layout to all mobile phone users. After signing in using your full ‘@leonschools.net’ email address and LCS password, use the desktop view (preferably in landscape mode) to Request Changes to Employee Info or Addresses as shown in the prior steps.

